

485012/19/05

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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Revised

**TITLE: UTILITIES ELECTRIC POWER SYSTEM DISPATCHER I**

**DEFINITION**

Under lead supervision, to assist in the operation and minor repair of an electric Power system station on an assigned shift; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Work involves responsibility for the operation of electric substations in monitoring, controlling, and regulating the transmission and distribution of electric power on an assigned shift. Work follows established policies and procedures in conducting normal operations and various switching programs but requires the application of judgement and initiative in carrying out routine work assignments. In responding to emergencies, determines appropriate response and performs actual adjustments in power distribution and transmission under lead supervision of an Utilities Electric Power System Dispatcher II.

**REPORTS TO:** Utilities Dispatch Supervisor

**SUPERVISION RECEIVED AND EXERCISED**

Receives lead supervision from an Utilities Electric Power System Dispatcher II. Exercises limited lead supervision over less experienced Utilities Electric Power System Dispatcher I's.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Operate and maintain electric substations on an assigned shift; monitor, control and regulate the transmission and distribution of electric power; make quick and concise observations of the condition of lines and equipment during emergency conditions; use judgement to adjust voltages and distribution of power, open and close disconnect switches, short and ground transmission lines and equipment, and place and remove clearance tags on equipment and switches.
- Monitor and control the electric transmission and distribution system through SCADA control console; operate circuit breakers; operate high voltage equipment and circuits and related operations; take steps necessary to restore electric service as soon as breakdowns of defective conditions have been identified or corrected; notify Chief Substation operator and other authorized persons of emergency condition.
- Participate in the reading of meters, gauges, oil levels, temperatures and other checks and tests on electric power system equipment or circuits; write switching programs; operate radio base station; analyze the public's complaints of electrical, water and street light problems to determine the corrective action required; monitor Water Division SCADA terminal; dispatch water troubleshooters and pump operators after hours; dispatch field personnel for after hours water and electric service connections, disconnects and reconnects; maintain a log of operation of the system.

**QUALIFICATIONS**

**Knowledge of:**

- Principles of electrical theory as applied to the operation of electrical transmission and distribution systems.

**Ability to:**

- Acquire a working knowledge of the physical layout of the electric transmission and distribution system and the location of all electric substations, substation equipment and controls, switches, meters, indicators, and emergency devices.
- Understand and follow oral and written instructions.
- Learn and perform a wide variety of skilled tasks required in operation of an electrical transmission and distribution system under lead supervision.
- Learn and observe proper safety precautions, practices, procedures and regulations for the operation of electric transmission and distribution systems.
- Work overtime and rotating shifts as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High school graduation or equivalent. Some college level courses related to the principles and operation of an electric power system and its components is highly desirable.

Experience: A minimum of one year of experience comparable to an Utilities Electric Field Helper or as a Dispatcher performing Radio Communications in the City of Riverside.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Willingness to work rotating shifts as assigned.

Willingness to enroll in the Utilities Electric Power System Dispatcher training program and sign the training program agreement.

Possession of, or ability to obtain, an appropriate, valid Class "C" California Motor Vehicles Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Electric Power System Dispatcher I

**TO:** Utilities Electric Power System Dispatcher II